

Indiana SPF SIG Training/Outreach Workgroup Meeting
IGCS DMHA DAC conference room
December 4th, 2006

Attending: Paula Parker-Sawyers, Dave Bozell, Mary Lay, Marcia French, Martha Payne, Jessica Parks, and Eric Martin

Paula called the meeting to order and asked if all had opportunity to review minutes. Members affirmed they'd had an opportunity to review and then approved the minutes.

Tasks and Timelines –

Paula asked for a report from the meeting last Wednesday with Access Indiana, contact person-Joe Coram. She stated we'd gone on the scheduled appointment Monday, though just minutes prior to the meeting they called and cancelled.

Marcia reported that she, Jessica, Kim Manlove, and Lisa Hutcheson met with Joe at Lisa's office. The website criteria and functions documents were shared and Joe indicated that he could have a draft of the website within a week to review and it could be up and running within a month. Marcia sent all the documents that afternoon to Joe electronically. Paula suggested Marcia call one day after the week to follow up. The target date for having the website up and running is January 1.

Paula reported on the meeting with the chairs of the workgroups, and Eric Martin as a representative of the PRC. The meeting was held last week with Eric Wright, Paula Parker-Sawyer, Bob Levy, Marcia French and Eric Martin in attendance. The purpose of the meeting was to coordinate the efforts of the workgroups and make certain tasks were complimenting one another and not being duplicated. The Community Assessment Tool is being rolled out this week by Eric Wright and his team, to various organizations within the counties of Indiana. He hopes to have a report by the end of December. This fits nicely with the website being launched. The Organizational Assessment Tool is being 'tweaked' by Paula and she reported the scoring was already established. Many of the tasks and trainings are on hold and cannot move forward until an approval of the Strategic Plan is attained from CSAP. The anticipated roll out is to have an Operational Conference, which will take the place of a Pre-Bid Conference, and when the RFS and announcement of the grant is made then having between 5 and 7 Regional Technical Assistance Workshops. These workshops will give the overview of the grant process and information on where each community can go for assistance in the process. A Letter of Intent should be submitted from each community to assist the staff in knowing who and how many can be invited to serve on the Peer Review Committee. It was discussed that Kim Manlove had concerns about their being too many workgroups forming and that the Peer Review Workgroup be a sub-committee of the Grant Review Workgroup. This workgroup felt the same as the Chairs in that the Peer Review Workgroup would relieve the burden to the Grant Review Workgroup, which had to be comprised of Government Employees. Paula stated she would discuss this concern with Kim. Both the FBO and the PRC will offer assistance to the applicants with the application, community readiness

assessments, drug use and abuse assessments and organizational readiness assessments. They will also provide suggestions of other avenues in the state for assistance. During the 30 days before the deadline to submit the proposal is due, FBO will in cooperation with the PRC host FAQ's responses periodically on the web. The Peer Review Workgroup was suggested to consist of a few people from the substance abuse provider community and an organizational person. Based on Letters of Intent, the Peer Workgroup will be established to make certain there is no conflict of interest issues.

Paula asked Marcia to contact DOA to clarify what the definition of a State Employee is, as pertaining to the criteria of who is allowed to score the proposals. One possible definition could be, the same as persons who have to complete the ethics training. We also need to present to the GAC or Executive Committee the question of whether it is ok to use the State Employees of the SEOW as well as the GAC, seeing as they are both Governor Appointed.

Paula asked Jessica to find out if there is automatic translation ability with the website for Spanish through Joe C..

It was discussed about Parental Handouts needing to be in Spanish for certain communities and agreed the Jessica would set up a meeting with Amy and Barbara to discuss the states need for offering materials in both languages.

The next meeting will be December 12th, in Paula's office and Mary and Eric will be calling in from the PRC on line 234-4515. The meeting should be brief and reporting back with this week assignments and any new updates.

Meeting Adjourned.